

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)  
Request for Use of

Chief

Information and Management Support Staff,  
OL

EXTENSION

NO.

OL 4092-84

DATE

1 May 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
Director of Logistics

2.

3.

4.

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15.

The attached memorandum, for your signature and for D/OTE's approval, proposes dates for getting this year's planning conference underway.

*9 May 84*

*Informed by AS/OTE that  would not be available 19-20 Sept. D/L suggested looking for an alternative (commercial) facility.*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Use of

FROM:

Daniel C. King  
Director of Logistics

EXTENSION

NO.

OL 4092-84

DATE

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
D/OTE

Approval.

2.

3.  
D/OL

4.

5.

6.

7.

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11.

12.

13.

14.

15.

4 MAY 1984

MEMORANDUM FOR: Director of Training and Education  
VIA: Chief, Administrative Division, OTE  
FROM: Daniel C. King  
Director of Logistics  
SUBJECT: Request for Use of [REDACTED]  
[REDACTED]

1. The Office of Logistics (OL) would like to hold its annual Planning Conference on 19 and 20 September 1984 in the [REDACTED]

19 September 1984

0800 - Depart [REDACTED]  
0845 - Arrive [REDACTED]

20 September 1984

1630 - Depart [REDACTED]  
1715 - Arrive [REDACTED]

OL will provide transportation for participants to and from [REDACTED]

2. We plan to include our Division and Staff chiefs and the OL front office personnel--totaling 14 to 16 people--in this planning conference. We will plan our program so as to require minimum support from [REDACTED] resources. If [REDACTED] is committed on the above dates, we are prepared to travel via motor pool van or POV. [REDACTED]

OL 4092-94

SECRET

25X1  
25X1

SUBJECT: Request for Use of

25X1  
25X1

3. Your approval is requested along with confirmation that  
our shcedule can be accommodated.

Daniel C. King

APPROVAL:

\_\_\_\_\_  
Director of Training and Education

\_\_\_\_\_  
Date

**SECRET**